



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066321R10013
ISSUANCE DATE: October 17, 2021
CLOSING DATE/TIME: November 01, 2021

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) to serve as **Administrative Management Assistant (Logistics)** in the Executive Office.

Dear Prospective Candidates:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Candidates should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attachment.

Sincerely,

Alula Abera
Contracting/Agreement Officer

U.S. Agency for International Development US Embassy Entoto Road P. O. Box 1014 Addis Ababa, Ethiopia	Tel. : 251-11-306002 Fax : 251-11-242438 Website: www.usaidethiopia.org	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
---	--	---

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066321R10013
- 2. ISSUANCE DATE:** *October 17,2021*
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 01,2021 no later than *5:00 p.m (EAT) (close of business).*
- 4. POINT OF CONTACTS:** Linda Gregory, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at ***addisusaidjobs@usaid.gov***.
- 5. POSITION TITLE:** **Administrative Management Assistant (Logistics)**
- 6. MARKET VALUE:** FSN -7, \$10,721 to \$19,301 yearly i.e., equivalent to FSN - 07. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
- 7. PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.

The expected period of performance will be *from 03/01/2022 – 02/28/2027.*
- 8. PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa*, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). “Cooperating country national” means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Facilities access.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Administrative Management Assistant (Logistics) supports the program logistics function at USAID/Ethiopia. The incumbent assists with end-to-end logistics support to USAID/Ethiopia’s 120+ implementing partners. The USAID/Ethiopia has one of the largest programs in Africa, with an annual budget exceeding \$600 million per year. The incumbent’s role is to assist with the timely and efficient support to implementing partner personnel, track and evaluate support services provided to implementing partners, and report issues to his/her supervisor. The incumbent serves as the Mission’s Administrative Logistics Assistant and reports directly to the Administrative Logistics Specialist. The

incumbent assists with the overall management of the program logistics function, which includes logistics planning, implementation, and evaluation, relationship management with senior staff of implementing partners and host country government officials, and internal coordination and capacity building of technical teams, Contracting Officers/Assistance Officers (COs/AOs) and their representatives (CORs/AORs).

2. Statement of Duties to be Performed

Logistics Planning, Implementation and Evaluation (60%)

- Assist with end-to-end logistics support for USAID implementing partners, from the post award stage to the close-out stage.
- Draft importation documentation, such as airway bills, ocean bills of lading, commercial invoices and other import or export documents for partner organizations.
- Assist in the coordination of the importation of personal effects and vehicles of expatriate staff of implementing partner organizations as well as the export of same items at the end of their respective expatriate contracts.
- Assist with the approval of diplomatic identification cards for implementing partner key personnel, seek and obtain visa approvals, and assist with driver license applications.
- Assist with the importation of project-funded program commodities, vehicles, furniture, equipment and supplies; and
- Assist with the distribution of property when contracts or assistance agreements close.

Customer Service and Coordination/with OAA and Technical Teams (25%)

- Facilitate the work with the USAID/Ethiopia technical teams and CO/AOs, COR/AORs to draft, clear, and submit necessary program logistics documentation for approval.
- Help draft guidance for implementing partners on all program logistics matters, including, but not exclusive to: work permits, visas, duty-free privileges, importation of personal effects and pets, and asset disposition.
- Assist the Administrative Logistics Specialist and CO/AO (as appropriate) to document and inform partners on all program logistics matters at the pre-award orientation, and throughout the contract/award administration.
- Assist COR/AORs on program logistics matters and serve as a resource for information sharing and support.
- Ensure the customer is aware of what resources and services are available as well as the appropriate procedures and timelines necessary to meet customer needs, ensuring constant communication with the customer when resolution of an issue may be delayed.
- Ensure customer inquiries are responded to in a timely, knowledgeable, and professional manner and provide follow up, as needed, until the action has been completed.
- Respond to and take initiative to anticipate or fully support customer service areas, to include coordinating logistics, visa requests, and other administrative logistics support, by

providing and supporting updates to forms and spreadsheets, updating documents, and coordinating with teams or offices to collect ad hoc reports processes.

- Read regulatory updates, e.g. USAID Agency Notices, USAID regulations (AIDAR, ADS updates, etc.) and OAA contract guidance as this information is published to ensure both accurate, current, relevant guidance, processes, and forms are provided to Mission employees, supervisors, and teams, working to create and improve upon both individual and overall team knowledge and practices; and
- Ensures technical knowledge is both maintained and progresses to include relevant updates in local labor laws, from which knowledge, information, and best practices can be gleaned, and sharing this knowledge with the other team members to support the program logistics section.

Partner/Host Government Relationship Management (15%)

- Support the Administrative Logistics Specialist in all program logistics matters, including, but not exclusive to, support and contact with senior-level officials at the Ministry of Foreign Affairs, Ministry of Customs and Immigration, and the Ethiopian Airport Authority; and

Ensure all Ethiopian rules/policies governing the importation of goods/effects are followed.

The contractor is eligible for travel to the U.S., or to other locations abroad, for training, for temporary duty, or to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent will report directly to the Administrative Logistics Specialist, with regular interaction with the Procurement, Logistics and Travel (PLT) Team Leader, USAID/Ethiopia.

4. Supervisory Controls

No supervision responsibility

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Completion of secondary school/high school.
- b. **Prior Experience:** At least three years of progressively responsible experience related to program logistics and/or public administration.
- c. **Language:** Level IV English and Amharic is required.
- d. **License:** *Class III or higher driver's license.*

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of candidates with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of candidates in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Rating factors are used to determine the competitive ranking of qualified offerors in comparison to other offerors. Offerors must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

EVALUATION FACTORS

EDUCATION (10 points): Points will be given for education above the minimum level.

WORK EXPERIENCE (40 points): Additional points will be given for (1) Experience above the minimum level (2) Experience in shipping and customs.

KNOWLEDGE (30 points): The incumbent must have basic level understanding of Ethiopian customs and importation policies, immigration, and visa processing procedures.

SKILLS AND ABILITIES (20 points): Strong interpersonal skills and an ability to work with all levels of the Government of Ethiopia. Proficiency in drafting and editing approval documents for all program logistics functions. Knowledge of computer systems, including word processing, spreadsheets, and other desktop management applications.

INTERVIEW PERFORMANCE (100 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview. Interviews may be conducted either in person or by telephone/video call at USAID's discretion. Final rating and ranking for the candidates will be based on the initial evaluation of the applications and interview performance with a total possible score of 200 points.

USAID/Ethiopia will not pay for any expenses associated with interviews.

Note: Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Reference checks will be conducted for the highest-ranking candidates. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit

1. the offer form DS-174 (Application for U.S. Federal employment) along with a cover letter. The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
2. a resume in English
3. a written statement that responds to the requirements of the position (Section III: Evaluation and Selection Factors), and
4. contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

Further Guidance:

Offers must be submitted to the Point of Contact identified in Section I, item 3, by the closing date and time specified in the same section.

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via *addisusaidjobs@usaid.gov* and the email subject must say– solicitation **72066321R10013, Administrative Management Assistant (Logistics)**. ***Be sure to include your name and the solicitation number at the top of each page.***

Please do not submit more than one application: and

Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT).

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Candidates will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
Group life insurance, medical coverage, annual leave and sick leave.
2. ALLOWANCES (as applicable):
Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contract clause “**General Provisions**,” available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

5. **PSC****Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.*

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.